

911 Emergency Response Advisory Committee

Minutes

Thursday, July 19, 2018 ~ 1:30 P.M.

**REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA**

MEMBERS

Doug Campbell, Chair
Mac Venzon, Vice-chair
Bill Ames
Gregg Deighton
Jenny Hansen
Aaron Kenneston
Shawn McEvers
Duane Meyer
Lisa Rose-Brown

1. CALL TO ORDER AND ROLL CALL [Non-action item]

Chair Campbell called the meeting to order at 1:32 p.m.

PRESENT: Bill Ames, Doug Campbell, Jenny Hansen, Aaron Kenneston; Duane Meyer, Lisa Rose-Brown and Mac Venzon

ABSENT: Greg Deighton and Shawn McEvers.

Jen Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF APRIL 19, 2018, MINUTES [For possible action]

This item should have been for the May 17, 2018, meeting minutes.

4. REVENUE, PAYABLES AND FUND BALANCE UPDATES [For possible action] – A review, discussion and possible action to accept the Revenue, Payables, and Fund Balance Updates.

Sara DeLozier - Washoe County Technology Services, commented that the May revenues reflected an increase of \$278,000.00 and drew attention to the updated average for the past 11-months. Ms. DeLozier noted that an average of \$132,000.00 is needed to reach the \$1.6-million budget.

There were no public comments.

Ms. DeLozier commented that she would submit the reports for distribution.

It was moved by member Venzon, seconded by Member Ames, to accept the Revenue, Payables and Fund Balance updates as presented. The motion carried with members Deighton and McEvers absent.

5. SPARKS GIS SALARY REIMBURSEMENT CORRECTION [For possible action] - A review, discussion and possible action to correct the approved City of Sparks Fiscal Year 2019 GIS Salary reimbursement amount to reflect the City of Sparks' request from the January 18, 2018 Emergency Response Advisory Committee meeting. The correction, if approved, would amount to an increase of \$1,000 for a total reimbursement amount of \$86,283.

911 Emergency Response Advisory Committee – Minutes

July 19, 2018

Page 2 of 6

Sara DeLozier - Washoe County Technology Services, explained that this is a clarification of the January 18, 2018, meeting minutes which reflects \$85,283.00 rather than \$86,283.00.

It was moved by Member Hansen, seconded by Member Meyer, to approve the modification of the City of Sparks request for reimbursement in the amount of \$86,283.00. The motion carried with members Deighton and McEvers absent.

6. **ANNUAL CODE RED FUNDING REQUEST** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request to fund Code Red Reverse 911 System in an amount not to exceed \$10,000.00.*

Aaron Kenneston – Washoe County Emergency Manager, provided an overview of the annual request to fund Code Red Reverse 911 System in an amount not to exceed \$10,000.00. Mr. Kenneston explained that the application has been upgraded and is much easier to use. It is hoped that the maximum of 50,000 minute will not be exceeded. Mr. Kenneston expressed his willingness to work with others to look into a more robust system in the future.

There were no public comments.

It was moved by Member Venzon, seconded by Member Ames, to approve the request to fund Code Red Reverse 911 System in an amount not to exceed \$10,000.00. The motion carried with Members Deighton and McEvers absent.

7. **REQUEST FOR TRAVEL AND TRAINING REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS DIVISION PSAP** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursement for the costs associated with two (2) staff members attendance at the NAVIGATOR 2018 Annual Conference & Expo in an amount not to exceed \$3,465.67 for travel, registration, seminars, and meetings.*

Member Ames explained that the request is for reimbursement of costs associated with the Navigator 2018 Annual Conference and Expo that the Washoe County Sheriff's Office had neglected to seek funding beforehand in the amount of \$3,465.67.

There were no public comments.

It was moved by Member Meyer, seconded by Member Kenneston, to approve the reimbursement of \$3,456.67 to the Washoe County Sheriff's Office for travel/training for the Navigator 2018 Annual Conference and Expo. The motion carried with Members Deighton and McEvers absent.

8. **LOGGING RECORDER SERVICES FUNDING REQUEST** [For possible action] - *A review, discussion and possible action to approve, deny or otherwise modify funding for the cost*

911 Emergency Response Advisory Committee – Minutes

July 19, 2018

Page 3 of 6

associated with engineering services to integrate Washoe County's existing Verint IP Logging recorder to their Region 775 Network Switching Center, not to exceed \$54,840.

Shawn Tayler –Regional Communications Coordinator, outlined the recording issues being experienced noting that the move to IP will alleviate the recording issues and ultimately cover the cost of the connection

There were no public comments.

Responding to Member Kenneston's inquiry about whether the upgrade will cover all three PSAP's, Mr. Tayler explained that this would cover the radio portion of all three PSAP's radio traffic.

This item continued.

- 9. REQUEST FOR FUNDING TO EVALUATE REGIONAL BACKUP PSAP (Public Safety Answering Point) LOCATED AT SPARKS EMERGENCY COMMUNICATIONS CENTER** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify funding for the cost associated with third party consulting firm, evaluating back up PSAP location for a cost not to exceed \$27,240.*

Member Rose-Brown recalled previous discussion about the need for a regional back-up call center and outlined the request to seek an outside consultant to evaluate the existing City of Sparks site to determine if it is a viable location.

Member Hansen recalled her previous experience and recommended that the scope be expanded to study the feasibility of alternate sites for all three PSAPs in the event that the Reno and Washoe County site had to be evacuated due to a major earthquake or similar disaster.

Member Ames concurred that the scope should be expanded noting that TMFPD had offered space at their new site. Member Ames suggested that the scope be broadened to include all three PSAP's.

There was some discussion about the potential cost. It was suggested that the study include a review of a larger facility that could accommodate all three centers if necessary. It was pointed out that a larger center would also provide redundancy for the 911 centers. Other discussion emphasized that a proactive steps in development of a contingency plan and locations must be undertaken. Other discussion pointed out that one of the region's strategic goals is to have viable backup in place.

Chair Campbell recommended tabling the discussion pending the development of a larger more inclusive process to identify existing and needed infrastructure needs and possible locations for additional infrastructure.

There were no public comments.

911 Emergency Response Advisory Committee – Minutes

July 19, 2018

Page 4 of 6

Other discussion suggested a new statement of work for a regional feasibility study that accommodates more than is being suggested in this agenda item. Other discussion noted that the matter keeps being delayed in the hopes of coming up with a better solution. As the discussions continued, it was pointed out the MOU's (Memorandum of Understanding) dated back to 2004/2006 time frame for the City of Reno as the Washoe County PSAP was located at Incline Village, Nevada at the time. Other discussion noted that an RFP (Request for Proposal) would be required in the event the cost exceeds \$50,000.00 as a one-time fee.

It was moved by Member Venzon, seconded by member Kenneston, to recommend that staff prepare a broader evaluation and comprehensive evaluation of PSAP site beneficial to the entire region, including fire and other agencies perhaps including REMSA by the September 20, 2018, meeting including a statement of work such that the 911 Emergency Response Advisory Committee can move forward with the RFP process or quote.

Responding to Stu Cronan's inquiry about staff being assigned to the issue, Reno Sparks or Washoe County, Member Ames stated that his definition of staff includes all three entities.

The motion carried with Members Deighton and McEvers absent.

The meeting recessed at 2:15 p.m. and reconvened at 2:18 p.m.

Chair Campbell reopened Agenda Item 8.

- 8. LOGGING RECORDER SERVICES FUNDING REQUEST** [For possible action] - *A review, discussion and possible action to approve, deny or otherwise modify funding for the cost associated with engineering services to integrate Washoe County's existing Verint IP Logging recorder to their Region 775 Network Switching Center, not to exceed \$54,840.*

Chair Campbell asked for additional board comments or questions.

Responding to Member Kenneston's inquiry about whether the budget would accommodate the expenditure, Quinn Korbolic – Washoe County Technology Services, explained that the FY 2019 budget include funding for the body cameras and study for a back-up PSAP and would leave about \$1-million in the 5-year Master Plan to build a backup site. Mr. Korbolic pointed out that the Board could commit to the request as it is an immediate need.

Shawn Tayler – Regional Communications Coordinator, commented that both City Attorneys and the District Attorney's offices had experienced recording failures and that this request would connect to the newer side of the system. Mr. Tayler noted that this is a one-time expense.

There were no public comments.

It was moved by Member Kenneston, seconded by Member Meyer, to approve funding for the cost associated with engineering services to integrate Washoe County's existing Verint IP

911 Emergency Response Advisory Committee – Minutes

July 19, 2018

Page 5 of 6

Logging recorder to their Region 775 Network Switching Center, at a cost not to exceed \$54,840.00. The motion carried with Members Deighton and McEvers absent.

- 10. EMERGENCY CONTINGENCY PLANNING** [Non-action item] – *An informational discussion of Emergency Contingency Planning, including the evacuation of 9-1-1 centers, establishing alternate PSAPs in collaboration with surrounding Counties in the State of Nevada. This discussion may result in a future agenda item.*

Member Hansen commented that the Reno Dispatch center had started an emergency contingency plan along with the development of a risk matrix and guidance. Member Hansen pointed out the change in team members and her belief that that this should be a regional undertaking to facilitate the exchange of information.

Member Meyer suggested that Robert Plant and Jim Lopey be included.

Member Kenneston expressed his support of the effort and recommended that the planning include immediate, mid and long term components that also includes the City of Sparks initiative discussed earlier. Member Kenneston recommended that such planning also review existing capabilities, identification of any gaps for all three centers.

- 11. SYNOPSIS OF NENA ANNUAL CONFERENCE FOR THE NATIONAL EMERGENCY NUMBER ASSOCIATION (NENA) FROM A CONFERENCE ATTENDEE** [Non-action item] *An informational report on the June 16 through 21, 2018, NENA conference.*

Member Hansen commented that this item did not have a presentation and was provided as an informational update from an individual who had attended the NENA conference.

- 12. 911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 1:30 p.m., September 20, 2018.*

Member Hansen suggested an agenda item to consider expansion of NRS 244 to include funding for FTE maintenance, additional cameras and other provisions supportive of PSAP dispatchers. The intent is to mirror similar statutes in other state that allow the funding of dispatch personnel.

Jen Gustafson - Deputy District Attorney, stated that the bylaws were last updated in 2015 and recommended the bylaws be reviewed. A copy of the bylaws will be circulated. Additionally, Ms. Gustafson noted that a presentation of the Nevada OML (Open Meeting Law) needed to be added as well.

Member Kenneston noted the need to move forward with the study on the provision of backup 911 capabilities over the short and long terms. Additionally, Member Kenneston would like an update on the deployment and expenditures associated with body worn cameras.

911 Emergency Response Advisory Committee – Minutes

July 19, 2018

Page 6 of 6

There was discussion about the body work cameras and expenditures. It was noted that member agencies had delayed reimbursement of expenditure until the beginning of the fiscal year. Other discussion noted the need for additional licenses that will be included in an update on the deployment and use of the body cameras. Other discussion suggested an update and discussion of mobile docking stations along with lessons learned thus far.

Member Hansen suggested a standing agenda item on the use, deployment and other pertinent information on body work camera program.

13. PUBLIC COMMENT [Non-action item]

There were no public comments.

14. ADJOURNMENT [Non-action item]

Chair Campbell adjourned the meeting at 2:36 p.m.

**AS APPROVED BY THE 011 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION
ON SEPTEMBER 20, 2018.**